

Instructions for Identity Theft Victims on Requesting Fraudulent Transaction or Account Information

DATE:

TO:

FROM:

CASE NUMBER:

To complete your dispute of the fraudulent transaction or account with creditors or other businesses, you need to send or fax them a letter of dispute, if you have not already done so. You should also send or fax them a copy of the police report. Under federal and California laws, businesses must give you information related to the fraudulent transaction or account, including a copy of any application and a record of charges associated with the account. You must also authorize release of documents and information to police. You are required to provide the business with identifying information.

To authorize release of the information, please fill out the forms I have provided and send or fax the forms, copy of the police report and any other information to the following:

Thank you for your cooperation.

Note to Victim: If a business refuses to give you the fraudulent account information, please contact the California Office of Privacy Protection by phone at 866-785-9663, by email at privacy@dca.ca.gov, or by mail to the California Office of Privacy Protection, 1625 North Market, Suite N324, Sacramento, CA, 95834.